



NATIONAL APPRENTICESHIP TRAINING SCHEME

Instituted by Board of Apprenticeship and Training / Practical Training
Ministry of Human Resource Development, Government of India

INSTITUTION USER MANUAL

Version 1.0

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Version History

Date		Version	Description
02/03/2017	1.0		First version of Institution User Manual

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1. About the Application

The National Apprenticeship Training Scheme (NATS) portal allows stakeholders to gain detailed information on the Apprenticeship Training Scheme (ATS), and access services provided by the Board of Apprenticeship and Training (BOAT)/Board of Practical Training (BOPT). The stakeholders, such as Technical Institutions, Establishments (Central, State and Private Sector), Candidates and Employees of BOAT/BOPT can use the portal as described below:

- **Technical Institutions** can upload information about their students and view the details related to their selection, sponsorship and placement status in different industries or establishments. They can also view details of available training slots based on subject, branch and fields.
- **Establishments** can view information on how to enrol apprentices for the training scheme, receive notifications for new training positions and recruit apprentices, manage various reports posted to BOAT/BOPT, and submit apprenticeships, contracts, and claims.
- **Employees of BOAT/BOPT** can use the portal to send a list of candidates to industries or establishments for apprenticeship training, issue Registration Numbers and certificates, display list of industries with vacancies for apprenticeship training, view details on claims reimbursement, and send all correspondence related to NATS.
- **Candidates** or students can use the portal to enrol for the Apprenticeship Training, receive information on available Apprenticeship vacancies and their benefits, employment news, interview tips, and view information related to their reports and certificates.

The portal can be also be used to provide insights related to Apprenticeship Training such as:

- budget requirements and costs
- manpower needs
- analysis of supply-demand pattern
- placement of apprentices
- utilisation of resources

1.1. About NATS

The National Apprenticeship Training Scheme in India was started by the Board of Apprenticeship and Training/Practical Training. It is a flagship programme from the Government of India, and undertaken by the Ministry of Human Resource Development. The programme is aimed at enhancing the employability of students by equipping technically qualified youth with practical knowledge and skills required in their respective field(s) of work.

As part of this programme, organisations and Training Managers provide year-long or six-month relevant training to apprentices using well-developed training modules. The establishments can pay stipend amount greater than or equal to the minimum stipend amount fixed by the Government of India to the apprentices. The establishments are reimbursed with half of the minimum prescribed stipend amount.

The apprentices are trained at Central, State and Private organisations. At the end of the training programme, the apprentices are issued a Certificate of Proficiency by the Government of India. This certificate can be registered at any employment exchanges across India as valid employment experience. The apprentices are governed solely by the Apprentices Act, 1961.

1.2. NATS Dashboard

After logging into the NATS portal by using your login credentials generated during enrolment, you will see the following dashboard based on your access rights.

- Institution Dashboard

The screenshot shows the NATS Institution Dashboard for BRAHMOS AEROSPACE THIRUVANANTHAPURAM LIMITED. The header includes the NATS logo, the text "National Apprenticeship Training Scheme (NATS)", and the Government of India emblem. The navigation menu includes Home, Communication, Employment, Apprenticeship, and My Profile. The main content area is titled "BRAHMOS AEROSPACE THIRUVANANTHAPURAM LIMITED Home Page" and includes a "Contact | Logout" link. The dashboard is divided into several sections:

- Facilitate Training and Placement:** Shows "No pending requests".
- Job Fair:** Shows "No JobMela Invitations available" and a "View All" link.
- Grievances:** Shows "No pending requests".
- Contracts:** Includes a warning: "Please be aware that the system will allow contract registration only within 7 days of the apprentice joining the training." and lists contract numbers: [SKLG006150500348](#), [SKLG006140400145](#), and [SKLG006150400339](#). A "More" link is also present.
- COMMUNICATION CENTER:** A large empty box at the bottom.

The footer contains the text: "Copyright (c) 2016 National Apprenticeship Training Scheme. All Rights Reserved. | [Disclaimer](#) | [Privacy](#)".

2. About the Institution User Manual

2.1. Structure of the Document

The User Manual is divided into several chapters. Each chapter has an overview and a set of tasks.

Task Overview

The task overview details why you need to perform a task, and how it is connected to the application or process workflow.

Procedural Steps

The procedural steps explain how to perform the task through a set of simple, step-by-step instructions. Screenshots are provided for reference.

Field description tables are added to explain the details of all the fields that is discussed in a task.

2.2. Roles and Responsibilities

The NATS portal can be accessed by four types of users — Educational Institutions, Establishments, BOAT/BOPT Officials and Candidates.





The following table provides details of tasks that each user role can perform in the NATS portal:

Role	Functionality
Educational Institutions	<ul style="list-style-type: none"> • Upload student data • View the details of students related to their placement in industries • View details of industries such as available branch, subject, and field-based training slots
Establishments	<ul style="list-style-type: none"> • View notifications about the Apprenticeship Scheme • Manage notifications on new training positions and recruitment • Manage reports on training

Role	Functionality
BOAT/BOPT Officials	<ul style="list-style-type: none"> • Manage student enrolment and reimbursement claims • Manage information related to reports • Manage correspondence related to ATS from Establishment • Manage list of candidates for apprenticeship training based on requests from Establishment • Manage Registration Numbers, and Certificates with Digital Signature • View notifications related to vacancy from Establishment • Manage Student, Establishment, and Institution
Candidates/Students	<ul style="list-style-type: none"> • View list of establishments and details related to the ATS • View Periodical Progress Report sent by Establishment to concerned BOAT/BOPT • View Training Completion Report sent by Establishment • View status of Certificate of Proficiency (COP) • View information on vacancies available across industries for apprentices

2.3. Document Conventions

Convention	Description	Example
Bold	The bold typeface is used to present references to menu options, fields, numbered caption, section and button names.	1. On the home page, click Register . The Student Enrolment page appears.
Bulleted List	An unordered series of concepts, items or options.	A student with any of the following qualifications is eligible to enrol as a trainee: <ul style="list-style-type: none"> • Graduation • Diploma • Vocational Education
Numbered List	A sequence of processes, events or steps.	1. On the home page, click Register . The Registration page appears. 2. In the category drop-down list, click Student and then click Register . The Student Enrollment page appears.

Convention	Description	Example			
(*)	The mandatory fields are indicated by using the asterisk symbol in red colour.	<table border="1"> <thead> <tr> <th>Field</th> </tr> </thead> <tbody> <tr> <td>Institution Name*</td> </tr> <tr> <td>AICTE/DOTE/DTE/Govt. Approval No.*</td> </tr> </tbody> </table>	Field	Institution Name*	AICTE/DOTE/DTE/Govt. Approval No.*
Field					
Institution Name*					
AICTE/DOTE/DTE/Govt. Approval No.*					
	Good-to-know information that helps improve task efficiency is provided as a tip	 <p><i>Before proceeding with enrolment, it is recommended that you read the Terms and Conditions section.</i></p>			
	Important information that needs to be highlighted regarding a concept or task is provided in the form of a note.	 <p><i>You can edit this field only if the Others option is selected in the Branch of Engineering field.</i></p>			

2.4. Acronyms

Acronyms	Description
NATS	National Apprenticeship Training Scheme
CGPA	Cumulative Grade Point Average
PWD	Person With Disability
BOAT	Board Of Apprenticeship and Training
BOPT	Board Of Practical Training
NDNC	National Do Not Call
ACRF	Apprentice Contract Registration Form
ATS	Apprenticeship Training Scheme
COP	Certificate of Proficiency
IFSC	Indian Financial System Code
MICR	Magnetic Ink Character Recognition

2.5. Common Tasks

Common tasks are the functions or tasks that are repeatedly performed across the NATS portal.

The following are the common tasks that can be performed in NATS:

- [Log On](#)
- [Get New User ID](#)

2.5.1. Log On

You can log on to the portal with your email ID or user ID and password and perform the tasks displayed on your dashboard. These login credentials can be obtained after enrolment. For more information for enrolling to NATS, see [Managing Institution Enrolment](#).

To log on to the portal

1. On the Home page, click **Login**. The Login page appears.



2. In the **EMAIL/USER ID** box, type your email ID or user ID.

National Apprenticeship Training Scheme (NATS)
 Instituted by Board of Apprenticeship Training / Practical Training
 Ministry of Human Resource Development, Government of India

Home About Students Industries Institutions [Login](#) [Enroll](#)

Home > Login

Login

Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

EMAIL / USER ID ईमेल / युजर आईडी

PASSWORD / पासवर्ड

[Login](#)

New User? [Register here](#) [Forgot Password?](#)

If you are a registered user of the regional portal(s),
 Please [Click Here](#)

- In the **PASSWORD** box, type your password.
- Click **Login**. The dashboard specific to you appears. For more information about your roles and responsibilities in the NATS portal, see [Roles and Responsibilities](#).



To retrieve your password, click **Forgot Password**.

2.5.2. Get New User ID

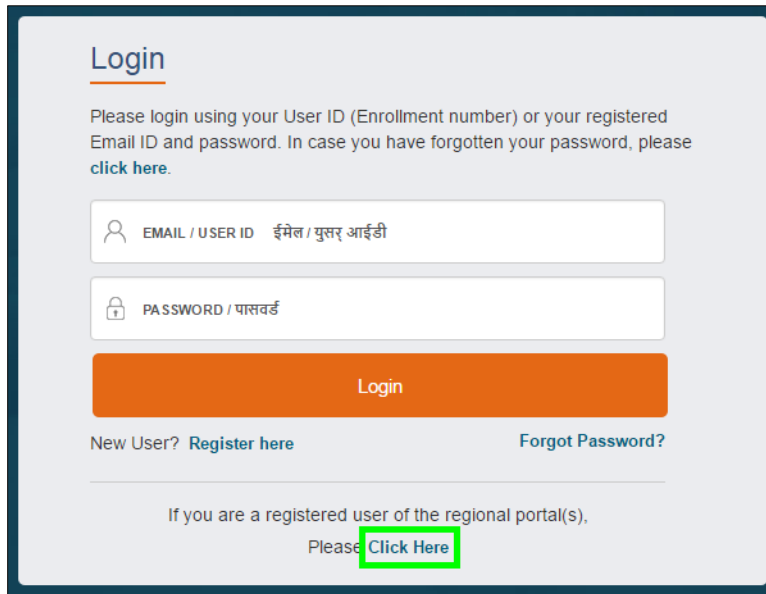
If you have enrolled on any of the BOAT/BOPT regional portals previously, you will require a new user ID to access the new NATS portal. You can get a new user ID to log on to the portal by providing your old user ID, password and your state of residence.

To get a new user ID

- On the home page, click **Login**. The Login page appears.



2. Click **Click Here**. The related fields appear.



Login

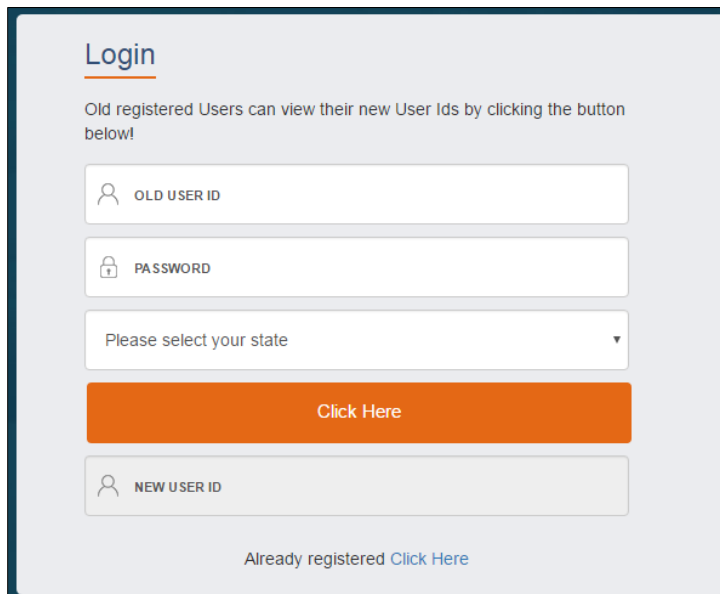
Please login using your User ID (Enrollment number) or your registered Email ID and password. In case you have forgotten your password, please [click here](#).

[Login](#)

New User? [Register here](#) [Forgot Password?](#)

If you are a registered user of the regional portal(s),
Please [Click Here](#)

3. In the **OLD USER ID** box, type your old user ID.



Login

Old registered Users can view their new User Ids by clicking the button below!

Please select your state ▼

[Click Here](#)

Already registered [Click Here](#)

4. In the **PASSWORD** box, type your password.
5. In the state drop-down list, click your state of residence and then click **Click Here**. The newly generated user ID appears in the **NEW USER ID** area.

3. Managing Institution Enrolment

You can use the Enrolment module to enrol as an institution. After the enrolment, you can perform tasks based on your access rights.

An institution can enrol as any of the following types:

- Engineering College
- Polytechnic College
- Vocational Institution/Higher Secondary School

This chapter contains the following section:

- [Enrolling Institution](#)

3.1. Enrolling Institution

You can enrol as an institution if you are registered with the following government organisations:

- All India Council for Technical Education (AICTE)
- Directorate of Technical Education (DOTE)
- Directorate of Technical Education, Assam (DTE)
- University Grants Commission (UGC)

You can enrol as an engineering college, a polytechnic college, or as a vocational college and higher secondary school.

After you have successfully enrolled and your enrolment is approved, you can perform tasks such as log on to check your status, and upload list of students for the training programme.

This section contains the following topics:

- [Enrolling Engineering Institution](#)
- [Enrolling Polytechnic Institution](#)
- [Enrolling Vocational and Higher Secondary Institution](#)

3.1.1. Enrol Engineering Institution

You can enrol an engineering institution if it is registered with AICTE (All India Council for Technical Education), or DOTE (Directorate of Technical Education), or DTE (Directorate of Technical Education, Assam) or UGC (University Grants Commission). In case your college name or University name is not available in the list of college or universities in the NATS portal, you can write to NATS with the approval number.



Have the following items in hand to enrol with ease: Institute Name, Affiliated University, Government Approval number, Total student strength, Details related to the Chairman, Principal and Placement Officer.

To enrol an engineering college

1. On the home page, click **Enroll**. The page appears with **Eligibility Check, Questionnaire & Guidelines, Enrollment Form** and **Preview & Confirm** sections.

- In the **Eligibility Check** section, in the drop-down list, click **I am Institution**. Other institution related questions appear.

- Type to answer the questions related to eligibility check for the NATS programme.
 - If you are eligible for the programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
 - If you are not eligible for the programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click an Institution .
Our Institution is an	In the drop-down list, click Engineering College to specify the institution type.
and is / by AICTE/DOTE/DTE/UGC	In the drop-down list, click Approved or Unapproved to specify whether the institution is approved by AICTE, DOTE, DTE or UGC.
My role with the Institute is	In the drop-down list, click Placement Officer or Principal or Chairman to specify your role in the institution.

- Ensure that the institution has fulfilled the eligibility criteria displayed for enrolment approval and click **I've above data**. The Let's Get Started area is displayed.

5. In the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.
6. In the **One Time Password** text box, type the password, and then click **Continue**. The mobile number is verified and institution related fields appear.



*The One Time Password cannot be used after 2 minutes. To resend the OTP, click **Regenerate OTP**.*

7. Type the institution's name and primary email ID in the **Institution Name** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.



- *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
- *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*

8. Click **Save and continue**. The **Approval Document** area appears.
9. In the **Availability of AICTE Approval Document** field, select **Yes**.
10. Click **Upload**, and select the AICTE approval document from the local drive, and then click **Open**.



- *The AICTE approval document should be self-attested by the Institute, affixed with office seal.*
- *The document should be in PDF or DOCx format and with file size of maximum 1 MB.*

11. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.
12. Read the guidelines, and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
13. Click **Agree and continue**. The **Enrollment Form** section appears with General Information and Members Information tabs.
14. On the **General Information** tab, type or select the required details.

1
Eligibility Check

2
Questionnaire & Guidelines

3
Enrolment Form

4
Preview & Confirm

25%

0% General Information

0% Members Information

About Institution

* Institution Type Engineering College	* Institution Name cbdfgdfg	* Affiliated University
* AICTE/DOTE/DTE/Govt. Approval No. 	* Govt/Govt.Aided/Private Institution --Select an option--	* Website Address Example : http://www.example.com

Final Year Student Strength-Subject Wise

* Name of the Subject Please select Department	* Student strength 	+
--	-------------------------------	---

Institution Address

* Pincode 		
* State --Select an option--	* District --Select an option--	* Taluk / Block/Tahsil --Select an option--
* City 	Village/Locality 	Street

Communication

* Phone No 	Fax No
<small>Phone no. must be in this format : 044-23456789</small>	<small>Fax no. must be in this format : 044-23456789</small>
* Primary Email ID dfgdfgdf@gmail.com	Secondary Email ID
<small>(Phone no & Email ID will be used to send important communication)</small>	

Training & Placement Officer Address

Same as Institute Address

* Pincode 		
* State --Select an option--	* District --Select an option--	* Taluk / Block/Tahsil --Select an option--
* City 	Village/Locality 	Street

Training & Placement Officer Details

* Name of the Officer 	* Mobile No. 2343453453	* Phone No.
	<small>Phone no. must be in this format : 044-23456789</small>	
* City 	Village/Locality 	Street

Training & Placement Officer Details

* Name of the Officer 	* Mobile No. 2343453453	* Phone No.
	<small>Phone no. must be in this format : 044-23456789</small>	
* Email ID dfgdfgdf@gmail.com	* Fax No. 	
	<small>Fax no. must be in this format : 044-23456789</small>	

Placement Record




Year --Select an option--	Count 	Establishment
		+



Pass Percentage



Year --Select an option--	Pass Percentage 	+
-------------------------------------	----------------------------	---

This information is collected only for academic purpose and not for disclosure for public purpose

Save and continue

Field	Description
About Institution	
Institution Type*	This field displays the type of the institution as Engineering College .
Institution Name*	This field displays the name of the institution as entered in the Eligibility Criteria section.
Affiliated University*	In the text box, type the name of the university that the institution is affiliated to.
AICTE/DOTE/DTE/Govt. Approval No.*	In the text box, type the AICTE/DOTE/DTE/Government Approval number associated with the institution.
Govt/Govt-Aided/Private Institution*	In the drop-down list, click the type of aid associated with the engineering college.
Website Address*	In the text box, type the website address of the institution.  An example for website address: https://www.abcd.com .
Final Year Student Strength-Subject Wise	
<ul style="list-style-type: none"> To add more student strength-subject wise, click . A new row is added. To remove a row, click . 	
Name of the Subject*	In the drop-down list, click the required subject name that students at the institution are studying.
Student strength*	In the text box, type the number of students who have studied the selected subject.
Institution Address	
Pincode*	In the text box, type the pincode of the institution.
State*	In the drop-down list, click the state within India where the institution is located.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
City*	In the text box, type the name of the city or town where the institution is located.

Field	Description
Village/Locality*	In the text box, type the name of the village or locality where the institution is located.
Street*	In the text box, type the street name where the institution is located.
Communication	
Phone No*	In the text box, type the institution's phone number.
Fax No	In the text box, type the institution's fax number.
Primary Email ID*	This field displays the institution's email ID as entered in the Eligibility Criteria section.
Secondary Email ID	In the text box, type the institution's secondary email ID.
Training & Placement Officer Details	
Training & Placement Officer Address	<ul style="list-style-type: none"> If the training and placement officer address is same as institution address, then select the Same as Institute Address check box. The training and placement officer address fields are filled out. If the training and placement officer address is not the same as institution address, then enter the details for training and placement officer address.
Name of the Officer*	In the text box, type the name of the institution's training and placement officer.
Mobile No.	In the text box, type the mobile number of the institution's training and placement officer.
Phone No. *	In the text box, type the phone number of the institution's training and placement officer.
Email ID*	This field displays the email ID of the institution's training and placement officer as entered in the Eligibility Criteria section.
Fax No.	In the text box, type the fax number the institution's training and placement officer.
Placement Record	
<ul style="list-style-type: none"> To add more placement record details, click . A new row is added. To remove a row, click . 	

Field	Description
Year	In the drop-down list, click the required year to enter placement record details.
Count	In the text box, type the number of students that were placed.
Establishment	In the text box, type the establishment where the students were placed.
Pass Percentage	
<ul style="list-style-type: none"> To add more pass percentage details, click . A new row is added. To remove a row, click . 	
Year	In the drop-down list, click the required year to enter pass percentage details.
Pass Percentage	In the text box, type the average percentage scored by the students in the selected year.

- Click **Save and continue**. The Members Information tab appears.
- On the **Members Information** tab, type or select the required details.

1
Eligibility Check

2
Questionnaire & Guidelines

3
Enrollment Form

4
Preview & Confirm

50%

88% General Information

0% Members Information

Principal Information

* Name of the Principal

* Mobile No.

Phone No.

Phone no. must be in this format : 044-23456789

* Email ID

Fax No.

Fax no. must be in this format : 044-23456789
(Phone no & Email ID will be used to send important communication)

Chairman Information

* Name of the Chairman

* Mobile No.

Phone No.

Phone no. must be in this format : 044-23456789

* Email ID

Fax No

Fax no. must be in this format : 044-23456789
(Phone no & Email ID will be used to send important communication)

Declaration

I entering the data in my capacity as **Placement Officer** with mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen.

*By clicking this box I agree to the above Terms and Conditions

Preview

Field	Description
Common Fields for Principal Information and Chairman Information	
Name*	In the text box, type the name of the institution's Chairman or Principal, as required.
Mobile No.*	In the text box, type the mobile number of the institution's Chairman or Principal, as required.
Phone No.	In the text box, type the phone number of the institution's Chairman or Principal, as required.
Email ID*	In the text box, type the email ID of the institution's Chairman or Principal, as required.
Fax No	In the text box, type the fax number of the institution's Chairman or Principal, as required.

17. In the **Declaration** section, select the **By clicking this box I agree to the above Terms and Conditions** check box.

18. Click **Preview**. The Preview page appears with selected details in the required fields.
19. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID**, **User ID** and **Password** details.

20. Click **Close & Continue**. The Login page appears.



You can log on to the NATS application with the enrolment details. For more information about logging on, see the [Log On](#) section.

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

3.1.2. Enrol Polytechnic Institution

You can enrol a polytechnic institution if it is registered with AICTE (All India Council for Technical Education) or DOTE (Directorate of Technical Education) or DTE (Directorate of Technical Education, Assam) or UGC (University Grants Commission) In case your college name or university name is not available in the list of college or universities in the NATS portal, you can write to NATS with the approval number.



Have the following items in hand to enrol with ease: Institute Name, Government approval number, Total student strength, Details related to the Chairman, Principal and Placement Officer.

To enrol a polytechnic college

1. On the home page, click **Enroll**. The page appears with **Eligibility Check**, **Questionnaire & Guidelines**, **Enrollment Form** and **Preview & Confirm** sections.

- In the **Eligibility Check** section, in the drop-down list, click **I am Institution**. Other institution related questions appear.

- Type to answer the questions related to eligibility check for the NATS programme.
 - If you are eligible for the programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
 - If you are not eligible for the programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click an Institution .
Our Institution is an	In the drop-down list, click Polytechnic College to specify the institution type.
And is / by AICTE/DOTE/DTE/UGC	In the drop-down list, click Approved or Unapproved to specify whether the institution is approved by AICTE, DOTE, DTE or UGC.
My role with the Institute is	In the drop-down list, click Placement Officer or Principal or Chairman to specify your role in the institution.

- Ensure that the institution has fulfilled the eligibility criteria displayed for enrolment approval and click **I've above data**. The Let's Get Started area is displayed.
- In the **Let's Get Started** area, in the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.

6. In the **One Time Password** text box, type the password, and then click **Continue**. The mobile number is verified and institution related fields appear.
 7. Type the institution's name and primary email ID in the **Institution Name** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.
-



- *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
 - *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*
-

8. Click **Save and continue**. The **Approval Document** area appears.
 9. In the **Availability of AICTE Approval Document** field, select **Yes**.
 10. Click **Upload**, and select the AICTE approval document from the local drive, and then click **Open**.
-



- *The AICTE approval document should be self-attested by the Institute, affixed with office seal.*
 - *The document should be in PDF or DOCx format and with file size of maximum 1 MB.*
-

11. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.
12. Read the guidelines, and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
13. Click **Agree and continue**. The **Enrollment Form** section appears with General Information and Members Information tabs.
14. On the **General Information** tab, type or select the required details.

1
Eligibility Check

2
Questionnaire & Guidelines

3
Enrollment Form

4
Preview & Confirm

25%

13% General Information

0% Members Information

About Institution

*** Institution Type**

*** Institution Name**

*** Affiliated University**

*** AICTE/DOTE/DTE/Govt. Approval No.**

*** Govt/Govt.Aided/Private Institution**

*** Website Address**

Final Year Student Strength-Subject Wise

*** Name of the Subject**

*** Student strength**

+

Institution Address

*** Pincode**

*** State**

*** District**

*** Taluk / Block/Tahsil**

*** City**

Village/Locality

Street

Communication

*** Phone No**

Phone no. must be in this format : 044-23456789

Fax No

Fax no. must be in this format : 044-23456789

*** Primary Email ID**

Secondary Email ID

(Phone no & Email ID will be used to send important communication)

Training & Placement Officer Address

Same as Institute Address

*** Pincode**

*** State**

*** District**

*** Taluk / Block/Tahsil**

*** City**

Village/Locality

Street

Training & Placement Officer Details

***Name of the Officer**

*** Mobile No.**

*** Phone No.**

Phone no. must be in this format : 044-23456789

*** Email ID**

Fax No.

Fax no. must be in this format : 044-23456789

Placement Record

Year	Count	Establishment
--Select an option--	<input type="text"/>	<input type="text"/>




+



Pass Percentage



Year	Pass Percentage
--Select an option--	<input type="text"/>

+

This information is collected only for academic purpose and not for disclosure for public purpose

Field	Description
About Institution	
Institution Type*	This field displays the type of the institution as Polytechnic College .
Institution Name*	This field displays the name of the institution as entered in the Eligibility Criteria section.
Affiliated University*	In the text box, type the name of the university that the institution is affiliated to.
AICTE/DOTE/DTE/Govt. Approval No.*	In the text box, type the AICTE/DOTE/DTE/Government Approval number associated with the institution.
Govt/Govt-Aided/Private Institution*	In the drop-down list, click the type of aid associated with the polytechnic college.
Website Address*	In the text box, type the website address of the institution.  An example for website address: https://www.abcd.com .
Final Year Student Strength-Subject Wise	
<ul style="list-style-type: none"> To add more student strength-subject wise, click . A new row is added. To remove a row, click . 	
Name of the Subject*	In the drop-down list, click the required subject name that students at the institution are studying.
Student strength*	In the text box, type the number of students who have studied the selected subject.
Institution Address	
Pincode*	In the text box, type the pincode of the institution.
State*	In the drop-down list, click the state within India where the institution is located.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.
City*	In the text box, type the name of the city or town where the institution is located.

Field	Description
Village/Locality	In the text box, type the name of the village or locality where the institution is located.
Street	In the text box, type the street name where the institution is located.
Communication	
Phone No*	In the text box, type the institution's phone number.
Fax No	In the text box, type the institution's fax number.
Primary Email ID*	This field displays the institution's email ID.
Secondary Email ID	In the text box, type the institution's secondary email ID.
Training & Placement Officer Details	
Training & Placement Officer Address	<ul style="list-style-type: none"> If the training and placement officer address is same as institution address, then select the Same as Institute Address check box. The training and placement officer address fields are filled out. If the training and placement officer address is not the same as institution address, then enter the details for training and placement officer address.
Name of the Officer*	In the text box, type the name of the institution's training and placement officer.
Mobile No. *	In the text box, type the mobile number of the institution's training and placement officer.
Phone No. *	In the text box, type the phone number of the institution's training and placement officer.
Email ID*	This field displays the email ID of the institution's training and placement officer.
Fax No.	In the text box, type the fax number the institution's training and placement officer.
Placement Record	
<ul style="list-style-type: none"> To add more placement record details, click . A new row is added. To remove a row, click . 	

Field	Description
Year	In the drop-down list, click the required year to enter placement record details.
Count	In the text box, type the number of students that were placed.
Establishment	In the text box, type the establishment where the students were placed.
Pass Percentage	
<ul style="list-style-type: none"> To add more pass percentage details, click . A new row is added. To remove a row, click . 	
Year	In the drop-down list, click the required year to enter pass percentage details.
Pass Percentage	In the text box, type the average percentage scored by the students in the selected year.

- Click **Save and continue**. The Members Information tab appears.
- On the **Members Information** tab, type or select the required details.

1
Eligibility Check

2
Questionnaire & Guidelines

3
Enrollment Form

4
Preview & Confirm

50%

88% General Information

0% Members Information

Principal Information

* Name of the Principal

* Mobile No.

Phone No.
Phone no. must be in this format : 044-23456789

* Email ID

Fax No.
Fax no. must be in this format : 044-23456789

(Phone no & Email ID will be used to send important communication)

Chairman Information

* Name of the Chairman

* Mobile No.

Phone No.
Phone no. must be in this format : 044-23456789

* Email ID

Fax No.
Fax no. must be in this format : 044-23456789

(Phone no & Email ID will be used to send important communication)

Declaration
I entering the data in my capacity as **Placement Officer** with mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen.

*By clicking this box I agree to the above Terms and Conditions

[Preview](#)

Field	Description
Common Fields for Principal Information and Chairman Information	
Name*	In the text box, type the name of the institution's Chairman or Principal, as required.
Mobile No.*	In the text box, type the mobile number of the institution's Chairman or Principal, as required.
Phone No.	In the text box, type the phone number of the institution's Chairman or Principal, as required.
Fax No	In the text box, type the fax number of the institution's Chairman or Principal, as required.
Email ID*	In the text box, type the email ID of the institution's Chairman or Principal, as required.

17. In the **Declaration** section, select the **By clicking this box I agree to the above Terms and Conditions** check box.

18. Click **Preview**. The Preview page appears with selected details in the required fields.
19. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID, User ID** and **Password** details.

20. Click **Close & Continue**. The Login page appears.



You can log on to the NATS application with the enrolment details. For more information about logging on, see the [Log On](#) section.

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

3.1.3. Enrol Vocational and Higher Secondary Institution

You can enrol a vocational and higher secondary institution if it is registered with AICTE (All India Council for Technical Education) or DOTE (Directorate of Technical Education) or DTE (Directorate of Technical Education, Assam) or Government of India or DTE (Directorate of Technical Education, Assam) or UGC (University Grants Commission).



Have the following items in hand to enrol with ease: Institute or Higher Secondary School Name, Government approval number, Total student strength, Details related to the Chairman, Principal and Placement Officer.

To enrol a vocational college or higher secondary school

1. On the home page, click **Enroll**. The page appears with **Eligibility Check, Questionnaire & Guidelines, Enrollment Form** and **Preview & Confirm** sections.

- In the **Eligibility Check** section, in the drop-down list, click **I am Institution**. Other institution related questions appear.

- Type to answer the questions related to eligibility check for the NATS programme.
 - If you are eligible for the programme, the **Congrats! You are eligible to enroll now** message appears and the **Let's get Started** area is displayed.
 - If you are not eligible for the programme, the **Sorry! You are not eligible to enroll this apprentice Program** message appears.

Field	Description
I am	In the drop-down list, click an Institution .
Our Institution is an	In the drop-down list, click Vocational/Higher Secondary School to specify the institution type.
and is / by AICTE/DOTE/DTE/UGC	In the drop-down list, click Approved or Unapproved to specify whether the institution approved by AICTE, DOTE, DTE or UGC.
My role with the Institute is	In the drop-down list, click Placement Officer or Principal or Chairman to specify your role in the institution.

- Ensure that the institution has fulfilled the eligibility criteria displayed for enrolment approval and click **I've above data**. The Let's Get Started area is displayed.

5. In the **Let's Get Started** area, in the **Mobile Number** text box, type your mobile number, and then click **Send OTP**. The One Time Password is sent to the mobile number.
 6. In the **One Time Password** text box, type the password, and then click **Continue**. The mobile number is verified and institution related fields appear.
 7. Type the institution's name and primary email ID in the **Institution Name** and **Primary Email ID** fields, respectively, and type a password in the **Setup a Password** and **Confirm Password** fields.
-



- *In case you are unable to complete the process of enrolment, you can log in by using the Email ID and password to complete the process of enrolment later.*
 - *To view the password as you type, click **Show Password**, and to hide the password, click **Hide Password**.*
-

8. Click **Save and continue**. The **Approval Document** area appears.
 9. In the **Availability of AICTE Approval Document** field, select **Yes**.
 10. Click **Upload**, and select the AICTE approval document from the local drive, and then click **Open**.
-



- *The AICTE approval document should be self-attested by the Institute, affixed with office seal.*
 - *The document should be in PDF or DOCx format and with file size of maximum 1 MB.*
-

11. Click **Save and continue**. The **Questionnaire & Guidelines** section appears.
12. Read the guidelines, and the terms and conditions, and then select the **By clicking this box I agree to the above Terms and Conditions** check box.
13. Click **Agree and continue**. The **Enrollment Form** section appears with General Information and Members Information tabs.
14. On the **General Information** tab, type or select the required details.

1
Eligibility Check

2
Questionnaire & Guidelines

3
Enrollment Form

4
Preview & Confirm

25%

0% General Information

0% Members Information

About Institution

* Institution Type
Vocational/Higher Secondary School

* Institution Name
sdjklfjsdkjf

* Affiliated Board

* AICTE/DOTE/DTE/Govt. Approval No.

* Govt/Govt.Aided/Private Institution

Website Address

Student Strength-Subject Wise

* Name of the Subject

* Student strength

* Name of the Subject

* Student strength

Institution Address

* Pincode

* State

* District

* Taluk / Block/Tahsil

* City

Village/Locality

Street

Communication

* Phone No

Fax No

* Primary Email ID

Secondary Email ID

Training & Placement Officer Address

* Pincode

* State

* District

* Taluk / Block/Tahsil

* City

Village/Locality

Street

Training & Placement Officer Details

* Name of the Officer

* Mobile No.

* Phone No.

* Email ID

Fax No.

Placement Record




Year	Count	Establishment
--Select an option--		

Pass Percentage





Year	Pass Percentage
--Select an option--	

This information is collected only for academic purpose and not for disclosure for public purpose

Save and continue

Field	Description
About Institution	
Institution Type*	This field displays the type of the institution as Vocational/Higher Secondary School .
Institution Name*	This field displays the name of the institution as entered in the Eligibility Criteria section.
Affiliated Board*	In the text box, type the name of the board that the institution is affiliated to.
AICTE/DOTE/DTE/Govt. Approval No.*	In the text box, type the AICTE/DOTE/DTE/Government Approval number associated with the institution.
Govt/Govt-Aided/Private Institution*	In the drop-down list, click the type of aid associated with the Vocational or Higher Secondary School.
Website Address*	In the text box, type the website address of the institution.  An example for website address: https://www.abcd.com .
Student Strength-Subject Wise	
<ul style="list-style-type: none"> To add more student strength-subject wise, click . A new row is added. To remove a row, click . 	
Name of the Subject*	In the drop-down list, click the required subject name that students at the institution are studying.
Student strength*	In the text box, type the number of students who have studied the selected subject.
Institution Address	
Pincode*	In the text box, type the pincode of the institution.
State*	In the drop-down list, click the state within India where the institution is located.
District*	In the drop-down list, click the district within the selected state.
Taluk / Block / Tahsil*	In the drop-down list, click the block or taluk within the selected district.

Field	Description
City*	In the text box, type the name of the city or town where the institution is located.
Village/Locality	In the text box, type the name of the village or locality where the institution is located.
Street	In the text box, type the street name where the institution is located.
Communication	
Phone No*	In the text box, type the institution's phone number.
Fax No	In the text box, type the institution's fax number.
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Secondary Email ID	In the text box, type the institution's secondary email ID.
Training & Placement Officer Details	
Training & Placement Officer Address	<ul style="list-style-type: none"> If the training and placement officer address is same as institution address, then select the Same as Institute Address check box. The training and placement officer address fields are filled out. If the training and placement officer address is not the same as institution address, then enter the details for training and placement officer address.
Name of the Officer*	In the text box, type the name of the institution's training and placement officer.
Mobile No. *	In the text box, type the mobile number of the institution's training and placement officer.
Phone No. *	In the text box, type the phone number of the institution's training and placement officer.
Email ID*	This field displays the email ID of the institution's training and placement officer.
Fax No.	In the text box, type the fax number the institution's training and placement officer.

Field	Description
<p>Placement Record</p> <ul style="list-style-type: none"> To add more placement record details, click . A new row is added. To remove a row, click . 	
Year	In the drop-down list, click the required year to enter placement record details.
Count	In the text box, type the number of students that were placed.
Establishment	In the text box, type the establishment where the students were placed.
<p>Pass Percentage</p> <ul style="list-style-type: none"> To add more pass percentage details, click . A new row is added. To remove a row, click . 	
Year	In the drop-down list, click the required year to enter pass percentage details.
Pass Percentage	In the text box, type the average percentage scored by the students in the selected year.

- Click **Save and continue**. The Members Information tab appears.
- On the **Members Information** tab, type or select the required details.

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Eligibility Check

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Preview & Confirm

50%

88% General Information

0% Members Information

Principal Information

* Name of the Principal

* Mobile No.

Phone No.

Phone no. must be in this format : 044-23456789

* Email ID

Fax No.

Fax no. must be in this format : 044-23456789
(Phone no & Email ID will be used to send important communication)

Chairman Information

* Name of the Chairman

* Mobile No.

Phone No.

Phone no. must be in this format : 044-23456789

* Email ID

Fax No

Fax no. must be in this format : 044-23456789
(Phone no & Email ID will be used to send important communication)

Declaration

I entering the data in my capacity as **Placement Officer** with mobile number (validated through OTP) hereby declare that the above statements are true and correct to the best of my Knowledge. I also declare that I am an Indian Citizen.

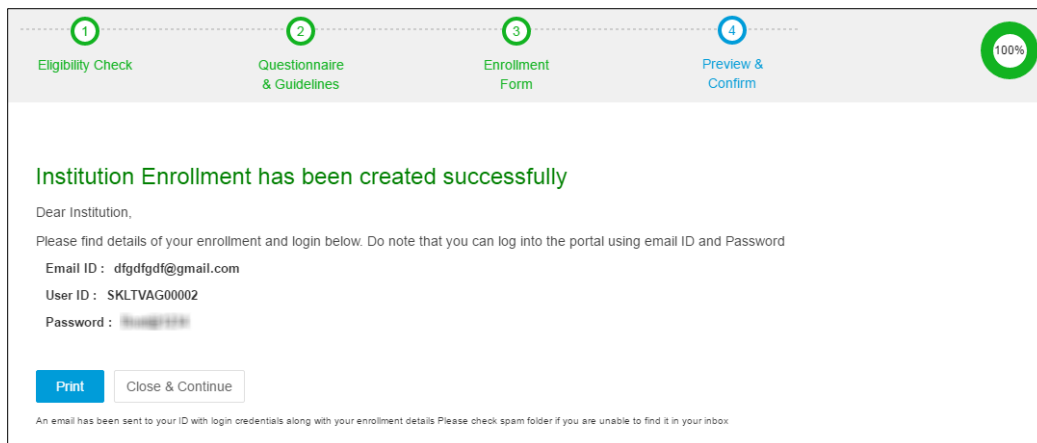
*By clicking this box I agree to the above Terms and Conditions

Preview

Field	Description
Common Fields for Principal Information and Chairman Information	
Name*	In the text box, type the name of the institution's Chairman or Principal, as required.
Mobile No.*	In the text box, type the mobile number of the institution's Chairman or Principal, as required.
Phone No.	In the text box, type the phone number of the institution's Chairman or Principal, as required.
Fax No	In the text box, type the fax number of the institution's Chairman or Principal, as required.
Email ID*	In the text box, type the email ID of the institution's Chairman or Principal, as required.

17. In the **Declaration** section, select the **By clicking this box I agree to the above Terms and Conditions** check box.

18. Click **Preview**. The Preview page appears with selected details in the required fields.
19. Check all the entered details and click **Submit**. The enrolment is completed and the Enrollment Successful page appears with your **Email ID** and **User ID** details.



1 Eligibility Check 2 Questionnaire & Guidelines 3 Enrollment Form 4 Preview & Confirm 100%

Institution Enrollment has been created successfully

Dear Institution,

Please find details of your enrollment and login below. Do note that you can log into the portal using email ID and Password

Email ID : dfgdfgdf@gmail.com

User ID : SKLTVAG00002

Password : [masked]

Print Close & Continue

An email has been sent to your ID with login credentials along with your enrollment details Please check spam folder if you are unable to find it in your inbox

20. Click **Close & Continue**. The Login page appears.



You can log on to the NATS application with the enrolment details. For more information about logging on, see the [Log On](#) section.

Or

To print the enrolment details, click **Print**. The enrolment details are downloaded on the local drive in the PDF format.

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5. Glossary

Term	Description
Apprentice	A person, who is employed by an organisation or establishment or an individual mentor, to follow and learn a trade or skill for a fixed period of time.
Surety	Any individual who undertakes responsibility in case of any issues between the student and the establishment.
Novation	A legal term that refers to the transfer of contract from one establishment to another.